

October 26, 2012

To: Executive Board

Subject: Management Service Contract – Supplemental Staffing

Recommendation

Consider the elimination of one staff position provided by Veolia Transportation with a corresponding reduction in fees, and, if approved, authorize the Chair to execute a corresponding amendment to the Management Services Agreement.

Analysis

In a letter (**Attachment A**) to Chair Wallach, Veolia Transportation President and Chief Operating Officer, Ken Westbrook has proposed the elimination of one staff position currently provided as part of the management services agreement between Foothill Transit and Veolia Transportation. Mr. Westbrook has suggested that changes and additions to the current personnel that Veolia Transportation provides combined with adjustments in workload allows for the elimination of the grant analyst position. This position is currently vacant.

Should the Board elect to proceed with this staff reduction, an annualized decrease of \$92,940 would be realized by Foothill Transit. The change would be effective November 1, 2012, and would result in a savings to the FY 2012-13 budget of \$61,960 (8 remaining months @ \$7,745 savings per month).

Budget Impact

Deletion of this position will result in a decrease of \$61,960 in the FY 2012-13 budget and thereafter a decrease of \$92,940 in Foothill Transit's annual budget.

Sincerely,



Darold Pieper
Legal Counsel

ATTACHMENT A



October 10, 2012

Patricia Wallach, Chair
Foothill Transit
100 So. Vincent Ave., Suite 200
West Covina, CA 91790

Re: Proposed Staff Reduction

Dear Chair Wallach:

Over the past several months, Veolia Transportation has made a number of staffing changes. Each time a staffing change has been made we have analyzed the capabilities of the team and the workload of the Foothill Transit organization. Based on this analysis, we believe that we can effectively serve Foothill Transit with one less staff position, and accordingly are recommending that you make a contract adjustment.

As we have reported to you, there have been a number of our team members who have expanded their skills and have been promoted in the past few weeks. We have also added some talented new members who have brought new skills to our team. In light of this, we are recommending that you eliminate the grant analyst position in the Finance Department. The duties of this position will be handled by the existing Finance team members, with support from both the Planning and Information Technology teams as we have new talent in all three of these departments. With this change, we are committed to continuing to provide you with the high level of service that you currently experience.

In terms of the reduced fees associated with eliminating this position, Veolia Transportation proposes a decrease in our annual contract to provide management services in the amount of \$7,745 per month for a total annual decrease of \$92,940. We propose this change be effective November 1, 2012.

Foothill Transit was created to be both responsive and efficient. This staffing adjustment is part of our commitment to helping Foothill Transit be true to these core principles.

If you have any questions, please contact me at (630) 382-1120.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Westbrook", with a long horizontal line extending to the right.

Kenneth P. Westbrook
President and Chief Operating Officer

cc: D. Pieper
D. Barnes